



Africa Oral Genealogies & Family Histories Project

Field Inspection Process

1. The Operations Manager requests a field inspection. (This can be done for an annual field inspection or an ad hoc inspection requested for a particular need.)
 - a. Complete a Work Authorization Form listing the specific items to check.
 - b. Deliver the form to the field inspector. Discuss the needs with the Field Inspector and answer any questions.
2. The Field Inspector performs the inspection in one of the 3 following ways:
 - a. Review the documents available at the ROC.
 - b. Visit the contractor and examine the documents requested.
 - c. Go to the field for verification.
3. The Field Inspector completes the Inspection Report.
 - a. The inspector delivers the report to the Operations Manager with any additional information.
 - b. The inspector submits an invoice along with the report.
4. The Operations Manager reviews the Inspection Report.
 - a. The Operations Manager verifies that the work requested was completed.
 - b. The quality of the inspection and any questions should be discussed with the Field Inspector.
 - c. If the inspection is unsatisfactory, the Field Inspector will repeat the inspection.
5. The Operations Manager submits the Inspection Report and invoice to the HQ Program Manager.
 - a. The Program Manager reviews the report.
 - b. The Program Manager and Operations Manager discuss any problems and possible changes needed.
6. The Operations Manager submits a copy of the invoice to HQ Finance at the same time as submitting it to the Program Manager.
 - a. HQ Finance will review and process the payment.
 - b. HQ Finance will communicate with the Operations Manager for any additional information.